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All Activities Located in Tempo "I" Building

Chief of Procurement

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Establishment of Building Supply Officer

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1. In accordance with authority delegated to the Procurement Office in CIA Regulation [redacted] the Procurement Office will assume accountability of all administrative property in use within the departmental area. Activation of a Building Supply Officer for Tempo "I" Building was accomplished on 23 July 1951. In view thereof, the Procurement Office will be responsible for:

a. The requisitioning, turn-in, and transfer of all administrative property required by activities located in Tempo "I" Building.

b. Issuance of property passes for all property removed from subject building

c. Receiving all requests for the following minor repairs and services:

(1) Replacement of defective light bulbs and broken windows.

(2) Repair of linoleum, wood flooring, stairways, hand rails, walks, defective window and door locks, plaster or wall board, venetian blinds, wall receptacles, defective wiring, radiators, leaky pipes, toilet facilities, roof leaks, heaters, air conditioning units, fans, drinking fountains, all office equipment and machines, and other related items. Requests for major repairs and services will continue to be directed to Chief, Building Maintenance & Utilities Division, Administrative Services.

2. Limited quantities of expendable supplies may be obtained from the supply room located in Room 2063, Tempo "I" Building, which will be open on a daily basis from 10:00 a.m. to 11:00 a.m. Personnel located in Tempo "I" may also draw expendable supplies from the supply room located in Room 2031, "L" Building.

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NO CHANGE in Class. ☒

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Class. CHANGED TO: TS S C

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Auth: DDA REG. 77-12733

Date: 24/3/78 By: [redacted]

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3. A list of individuals authorized to requisition non-expendable property from stock will be furnished this office. Number of individuals so authorized will be kept to a minimum.

4. All requests for non-expendable property and expendable supplies not obtainable from supply rooms located in Room 2063, Tempo "I" Building, or 2081, "I" Building, will be directed in writing or verbally 48 hours in advance of need to the Building Supply Officer located in Room 2061, Tempo "I" Building, extension

5. Requests for supplies and equipment which require financial obligations will be initiated on Master Dittie Form No. 36-7 "Requisition for Supplies, Equipment or Service", signed by an authorized individual in accordance with paragraph 2b,  Central Intelligence Agency Regulations, and directed to the Building Supply Officer for necessary action.

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6. The Building Supply Officer will charge all portable items of a non-expendable nature to the using individual by use of Form No. 36-99, "Employee Property Issue Record". It is the responsibility of each employee having custody of portable items so charged to secure a clearance from the Building Supply Officer prior to their changing locations within, or separation from, the Agency.

7. Present procedures and channels relative to the acquisition of, and accountability for, operational supplies and equipment will remain in effect and will in no way concern the Building Supply Officer.

8. In order that the functions of the Building Supply Officer may be executed and accurate property accountability maintained, it is requested that this office receive prior notice of any contemplated physical moves to or from Tempo "I" Building.

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CC: COP Chrono  
Ch. Admin. Services  
Security Officer, CIA  
Ch. TRD  
Ch. Audit Office  
Adviser for Management  
Supply Chrono (2)

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